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Document and Data Control

Responsible Office: Information Resources Directorate

Document and Data Control	JPR No.	1281.5
	Effective Date:	6/15/2009
(Formerly 4.5-1)	Expiration Date:	6/15/2014

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Change Log

Rev.	Date	POC	Description of Changes
Baseline	5/25/07	Pam Baker x31363	Convert SLP 4.5-1 to JPR 1281.5 for QMS – JSC Directives Management System (JDMS) Consolidation. Delete portions relevant to CWIs and SLPs.
A	1/25/09	Pam Baker X31363	Clarify scope of document relative to Program documents and Directives. Clarify that document control is configuration control. Address web-based information used as instructions/procedures. Address when to use specific unique identification numbering. Clarify requirements for organizational forms. Redefined Organizational Controlled Documents to include plans and charters when required by higher-level directives.

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Verify correct version before use at
http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml.

PREFACE

P.1 PURPOSE

This JSC Procedural Requirement (JPR) establishes requirements and procedures for providing configuration control of OrganizationControlled Document (OCD), including work instructions, data, and forms.

Documentation of requirements or procedures which apply Center-wide to all applicable organizations are established as JSC Directives and are controlled in accordance with JPD 1410.1, *JSC Directives System*. Program documents are controlled in accordance with the applicable Program Configuration Management (CM) plan unless control is delegated in writing to the organization. Configuration control of engineering drawings is performed in accordance with JPR 8500.4, *Engineering Drawing System Manual.*

P.2 APPLICABILITY

This JPR is applicable to all JSC NASA organizations, including Ellington Field, and the Sonny Carter Training Facility, except for the following:

- A.   White Sands Test Facility,
- B.   Office of Inspector General,
- C.   NASA Engineering and Safety Center Offices at JSC (NESC)

JSC directives may apply to contractors or grant recipients only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

P.3 AUTHORITY

(All document citations are assumed to be the latest version unless otherwise noted.)

- A. JPD 1280.1, Quality Policy
- B. JPR 1280.2, Quality Manual

P.4 APPLICABLE DOCUMENTS

(All document citations are assumed to be the latest version unless otherwise noted.)

- A. JPD 1280.1, Quality Policy
- B. JPD 1410.1, JSC Directives System
- C. JPR 1420.3, JSC Forms Management Procedural Requirements
- D. JPR 2314.2, Managing Internal JSC Documents
- E. JPR 1280.2, Quality Manual

F. JPR 1281.1, Management Responsibility

G. JPR 1281.9, Process Control

H. JPR 1281.17, JSC Audits

I. JPR 1440.3, JSC Files and Records Management Procedures

J. JPR 8500.4, Engineering Drawing System Manual

K. JWI 1282.1,, Organizational Master List Instructions

L. JSC 27834, Quality Management System Electronic Document Repository Procedures

.5 MEASUREMENT VERIFICATION:

Processes and procedures shall be measured and monitored as prescribed by JPR 1281.9. Audits, as prescribed in JPR 1281.17, shall be used to verify conformance with requirements. Results shall be reviewed by Directorates and the Center as prescribed by JPR 1281.1.

P.6 CANCELLATION / RESCISSION:

This JPR supercedes JPR 1281.5, *Document and Data Control*, dated January 17, 2008.

Original Signed By:

_____
Larry N. Sweet
Director, Information Resources Directorate

Distribution:
JDMS

1.0 RESPONSIBILITIES

1.1 All Personnel:

Everyone who works at JSC shall:

a. Identify the documents used to perform their assigned responsibilities.

b. Verify the correct document versions are being used by referring to the Organizational Master List.

c. Inform Organizational Master List Custodian (MLC) if obsolete or incorrect versions of a document are contained on the Master List.

1.2 Directors of Directorate Level Organizations (DLO)

Directors of DLOs shall:

a. Ensure that procedures for control and issuance of Organization Controlled Documents (OCDs) within the directorate are documented and implemented per this JPR.

b. Identify in writing to the Information Resources Directorate (IRD), those individuals authorized to act as MLCs in accordance with JWI 1282.1, *Organizational Master List Instructions.*

c. Ensure that MLCs receive JSC-required training provided by IRD.

d. Establish and document the correct order of precedence and applicability of requirements when multiple requirements exist for a process.

e. Define signature authority levels for OCD.

f. Ensure that all organizational instructions used to control directorate processes are under configuration control and identified on organizational master lists.

g. Establish document review frequency schedules (at least every 2 years) to ensure currency and adequacy of all documents on organizational master lists.

1.3 Scientific and Technical Information Center (STIC)

The STIC shall maintain a Centerwide electronic Master List system as described in JSC 27834, *Quality Management System Electronic Document Repository Procedures* and provide links to associated documents on the STIC server as described in JWI 1282.1, *Organizational Master List Instructions.*

1.4 Master List Custodians (MLCs)

MLCs shall:

a. Receive required training from IRD for documentation processing,

b. Maintain the master list in a current status to accurately reflect organization's documents.

c. Maintain a signed/dated copy of the most current master list as a backup for checking correct document versions in case the electronic system is not available.

1.5 Document Control Custodians (DCC)

DCCs shall maintain original signed documents owned by the organization in accordance with JPR 1440.3, *JSC Files and Records Management Procedures.*

1.6 Office of Primary Responsibility (OPR)

OPRs shall:

a. Identify processes owned by your organization that could affect the quality of products and services and therefore need to be controlled..

b. Assign a Process Owner for each process requiring control.

c. Establish and maintain configuration-controlled documents applicable to these processes per JPR 1281.9. Instructions displayed as web content only (and not derived from a configuration-controlled document) do not establish requirements and may only be used as reference.

1.7 Process Owner

Process owners, or designee, shall:

a. Evaluate change requests and conduct periodic reviews as defined by the organization per paragraph 1.2.g, above.

b. Notify Master List Custodian of date of last review.

c. Submit proposed documents and changes to affected organizations for review.

d. Maintain an electronic version of the document and all evidence of reviews.

e. Provide the signed original document to the DCC and the controlled electronic file to the Master List Custodian (or to the STIC for JSC 5-numbered documents).

f. Ensure that a history of document changes is retained.

2.0   ORGANIZATION CONTROLLED DOCUMENT (OCD) REQUIREMENTS

2.1 All OCDs created or revised after the issuance of this JPR shall comply with the requirements contained within.

2.2 All DLOs shall have a documented procedure for the issue and control of their OCDs. The organizational procedure must be consistent with this JPR and JPR 1280.2, *Quality Manual.*

2.3 As a minimum, the organizational document procedure shall define the controls needed to:

a.   Approve documents for adequacy prior to issue;

b.   Review and update as necessary and re-approve documents;

c.   Ensure that changes and the current revision status of documents are available at points of use;

d.   Ensure that documents remain legible and readily accessible;

e.   Ensure that documents of external origin are identified and their distribution controlled;

f.   Prevent the unintended use of obsolete documents, and apply suitable identification to them if they are retained for any purpose; and

g.   Coordinate document changes with customers and/or regulatory authorities in accordance with contract or regulatory requirements. (This requirement applies to any documents containing requirements or procedures where the work is critical and complex as defined in JPD 1280.1, *Quality Policy.*)

3.0   ORGANIZATION CONTROLLED DOCUMENTS (OCD) PROCEDURES

OCDs can be work instructions (including assembly procedures, inspection procedures, detailed process instructions, requirements, flow charts), plans, charters, forms, and data. OCDs may be documents required by higher-level directives; i.e., organizational hurricane plans as required by JWI 1040.24, Hurricane Management Plan. OCDs may be produced within any organization-defined numbering system or assigned a JSC 5-number when applicable. Organizations shall use the JSC Directives System procedures when writing Center-wide requirements or instructions (JPR 1410.2) and JSC internal document (aka 5-number) procedure (JPR 2314.2) when writing instructions applicable to other JSC directorates participating in the process or when the document is a contract deliverable.

3.1 Controlled Documents

3.1.1 Content and Structure of Controlled Documents

If the OCD is a work instruction, it shall include as a minimum:

a. Unique Identification Number

b. Document Title

c. Revision level.

d. Revision Date

e. Page Change Number (PCN) & Date (as applicable)

f. OPR

g. Signature of approving authority

h. List of records generated by the work instruction, who is responsible for managing these records, and the appropriate NASA Records Retention Schedule (NRRS). Document owners shall contact their organizational Records Coordinator to identify or verify the correct NRRS.

3.1.2 Format and Availability of Controlled Documents

a. OCDs may be written using any format unless defined otherwise by the OPR or customer.

b. Originators of documents must clearly describe the type of restriction and/or intended audience on the cover of limited distribution documents (e.g. export controlled, proprietary).

c. When a Web-based (.html) display format of a document is created for use, it shall be derived from the configuration-controlled version which must be made available or referenced on the Web page.

d. OCDs may be made available electronically and/or with hard-copy distribution.

e. Access to OCDs containing Scientific and Technical Information (STI) shall be controlled from unauthorized access by Foreign Persons (per JWI 2190.1, *JSC Export Compliance*). Making information available through a Web site is an export because Foreign Persons may have Access Control Plans that allow them access to JSC Web sites. Consult with an Export Control Representative to determine the appropriate levels of control needed.

3.1.3 Initiating or Revising a Controlled Documents

a. Request originators shall submit requests for a new, changed, or cancelled document to its OPR, using the change request process specified in the owning organization's document control procedures.

b. OPRs shall evaluate requests for new documents and changes, establish review schedules of their OCDs, and involve all affected organizations in those reviews, including those that performed the original review and approval of the documents, unless specifically designated otherwise. Changes must be specifically indicated in the document or otherwise described in the review package.

3.1.4 Processing Final Controlled Documents and Changes

a. Anyone who processes OCDs shall provide a unique identification number, prepare the final version with changes marked or recorded in change log, and obtain approval for the document as specified in organizational document control procedures. The unique number would be a unique

document identifier for new documents, a revision indicator for revised documents, or the appropriate change indicator on change notices. JSC 5-numbered documents are issued by the STIC.

b. OCD change histories shall be kept as prescribed by organizational document control procedures. For example, they may be kept as change logs either in or detached from the document, or, if more appropriate, as a file that includes a copy of each document revision and PCN.

3.1.5 Releasing Controlled Documents and Changes

When the final version is ready for release, all organizations shall follow these steps:

a.   Office of Primary Responsibility (OPR) shall provide print and/or electronic versions of new documents or changes to the appropriate repository (as required in JWI 1282.1, *Organizational Master List Instructions* or the organization document control procedure), and provide necessary master list data to the appropriate MLC.

b. DLO Directors, or their designee, shall retain objective evidence that documents have been reviewed and approved as required in 1.2.g above.

c. DCC/MLC shall maintain signed documents originated by the organization.

d.   DCC shall submit JSC 5-number documents to the STIC using JSC Form 407.

e. MLC shall update organizational master list in accordance with JWI 1282.1, *Organizational Master List Instructions*. Print out, sign, and retain a copy to serve as a backup to the list currently posted on the electronic system.

f. All organizations shall ensure that copies of the correct version(s) of new and revised OCDs are available to users performing the applicable task.

g. When time criticality of a process described in an electronic-based document warrants, ensure that backup of the correct version(s) will be readily available in contingency situations.

h If an organization allows redlines within OCDs, then that organization must ensure procedures for the use of redlines are included in their document control procedures and that users are aware of those procedures.

i.   Document users shall verify correctness of downloaded or printed versions in use at workstations. If outdated versions are retained for legal and/or knowledge preservation purposes, ensure that they are suitably identified.

3.1.6 Canceling Controlled Documents

OPRs or request originators shall cancel approved documents that are no longer required or are superseded by other documents using the procedures for change requests appropriate to the document, per paragraph 3.1.A, above.

a OPR, DCC, and/or MLC shall issue a cancellation notice in the form dictated by the originating organization document control procedures.

b. Notify the STIC of all canceled JSC-numbered documents.

c. MLC shall unlink documents from Organizational Master List and indicate cancellation notice in footnote column. Delete cancelled documents within one year of cancellation.

d. Organizations shall not reissue canceled numbers or other unique identifiers for at least 3 years after previous use.

e. Document users shall dispose of, or otherwise ensure against, unintended use of canceled versions.

3.1.7 Controlling Electronic Versions and Copies

Electronic versions made available or linked through the Master List are the official controlled versions. Copies downloaded or printed from these versions are considered uncontrolled copies and must bear the notice, "Verify that this is the correct version before use."

a. All organizations shall remove obsolete versions when posting revised signed documents to the organization's server or to the STIC server.

b. MLCs shall verify that posted documents are the same revisions as the one(s) on current master list of the OPRs organization.

c. Users shall verify the correctness of printed copies by checking revision status on the appropriate organization's master list or by contacting that organization's MLC.

d. Do not redline printed copies unless they are marked "Review Draft" or otherwise identified according to organizational document control procedures.

e. If an electronic file is temporarily inaccessible, document users must obtain information on revision status and availability of current or applicable versions from organizational MLCs. The STIC can provide names, mail codes, and phone numbers of organizational MLCs.

3.1.8 Non-Electronic-Based Documents

The official controlled version of any document is the one listed on the appropriate organizational master list. Documents do not have to be linked to the master list if they are controlled as hardcopy with distribution lists. The MLC should still identify document revisions for verification of the latest revision.

3.2 Controlling External Documents

3.2.1 External Document Availability

Selected industry standards and specifications are available in electronic databases accessible through the STIC web page. Standards and specifications in these systems do not need to appear on individual organizational master lists, but individual users shall verify through the STIC that the versions in use at their workstations are current. Many JSC organizations that use other Government agency issuances⸺e.g., the *Federal Acquisition Regulations* (*FAR*), the *Code of Federal Regulations* (*CFR*)⸺are on distribution lists for electronic or hard copies, and therefore receive automatic updates . If the organization uses external documents for which automatic updates are not received through the source, verify the version before use.

3.2.2 NASA Policy Directives (NPDs) and NASA Procedural Requirements (NPRs) are available electronically through the JSC internal homepage (http://nodis3.gsfc.nasa.gov/).

3.3 Forms Control

When organizational forms are used in the performance of work, they shall be placed under appropriate control. They may be included as an appendix to the associated procedure. Initiate, revise, review, and approve forms in accordance JPR 1420.3, JSC Forms Management Procedural Requirements.
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3.4 Data Control

a All organizations who use data which may affect the quality of products or processes shall establish and document procedures for control appropriate to the type of data (for example, identification, storage and retrieval, logging or cataloging, revision, release, review, and approval).

b Data owners shall ensure that control of data complies with their organization's documented procedures.

4.0   RECORDS

The following records shall be maintained:

Records	Who Maintains	Retention Schedule
Signed original OCDs with background review material and change requests.	DLO DCC	Schedule assigned according to subject matter.
Objective evidence of	DLO Director or	1/26.5B - DESTROY

review of OCDs at least every two years for currency	designee	WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
Record of notification to IRD of MLCs	IRD ML Coordinator	1/26.5B - DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
Document change histories, if maintained separately from the document	Document Owner	Schedule assigned dependent upon subject matter.
Backup hardcopy versions of document, if required	OPR	Non-record – Destroy when no longer needed
Signed/dated copy of most current master list	MLC	1/26.5B - DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.

a. Signed original OCDs; maintained by DCC.

b. Objective evidence of review of OCDs at least every two years for currency; maintained by Director of the DLO or designee.

c. Record of notification to IRD of MLCs; maintained by the IRD Master List Coordinator.

d. Document change histories, if maintained separately from the document; maintained by the Process Owner.

e. Backup hardcopy versions of document, if required; maintained by the OPR.

f. Signed/dated copy of most current master list; maintained by MLC.

APPENDIX A DEFINITIONS

a. **Affected Organization:** Any organization impacted by the document being issued, revised, or posted on a web page.

b. Change Request: Method defined by owning organization's document control process to initiate, revise, revalidate, or cancel a document. Method may be a JSC Form 1209, Document Change Request, e-mail, or electronic process.

c. **Controlled Version:** The only controlled versions of documents are the electronic files available or linked through the QMS Electronic Document Repository and the signed originals of the documents. Copies downloaded or printed are regarded as uncontrolled. Printed copies shall be used when verified that they are the most current versions.

d. **Correct Version:** The verifiable version available full-text from the QMS electronic repository and/or all applicable versions cited on the current master list of the OPR's organization. In the case of external documents, the correct version is the one identified as current by the document originator or as applicable by a OPR (on the current master list). In the event previous versions or multiple versions have applicability, the intended use of each version must be clearly identified.

e. **Data:** Information based on observation, measurement, tests, or other fact-collecting methods. May be stored in any medium (e.g., magnetic tapes, computer disks, data sheets, log books, strip charts, photographs, videos).

f. **Directorate Level Organization (DLO):** The JSC Organizational elements defined in JPR 1107.1, *The JSC Organization,* specifically the Office of the Director, Center Staff Offices, Program/Project Offices and Directorates, including their lower level organizational structure.

g. **Document Change:** Modification of document content. Examples are PCNs, document cancellations, and whole document revisions.

h. **Document Control Custodian (DCC):** Personnel responsible for control and processing of an organization's documents, as specified in that organization's document control procedures. A person specially designated with responsibility for a large group of documents may perform these duties, as can authors, OPRs, or book managers for specific documents. These duties are not the same as master list duties, but may also be performed by the organization's MLC.

i. **Document Control Procedures:** Procedures that describe how individual organizations implement the requirements and responsibilities described in this JPR. All organizations producing QMS documentation must document their control procedures.

j. **Document Identifier:** A unique identification number or other unique identifier assigned to a document.

k. **External Documents:** Documents such as standards and specifications, which are generated by sources external to JSC but are used in the JSC. Examples of external sources are other Government agencies, other NASA installations, and industry.

l. **Master List:** A listing of documents and/or document control systems used for identifying QMS documents.

m. **Master List Custodian (MLC):** An individual and alternate(s) assigned to create and update an organization's master list in accordance with JSC-27678 (may be same person as DCC).

n. **Office of Primary Responsibility (OPR):** Organization with functional responsibility for defining and implementing policy requirements, procedures and documentation contained within their Directorate. Process Owners reside in the OPR.

o. **Order of Precedence:** The priority, hierarchy, or relationships (if any) of multiple requirements or documents.

p. **Organization Control Documents:** Can be work instructions, plans, charters, forms, and data used within a specific organization or documents required by higher-level directives that must be controlled because they may affect the quality of products or services. .

q. **Process Owner:** As used in this procedure, the lowest level function that has direct or primary responsibility for the process described in the document being issued or changed.

r. **QMS Electronic Document Repository:** A repository of master lists and ISO-related documents accessible through the QMS Documents link on the QMS homepage. http://www6.jsc.nasa.gov/ISO9000/iso_docs.html

s. **Uncontrolled Copies:** Copies printed from the QMS Electronic Document Repository. These must bear the notice, "Verify that this is the correct version before use."

t. **Work Instructions:** Documents that describe how to accomplish specific job activities needed to ensure consistent working methods and achieve the required JSC quality standard. WIs are used within one or more directorate-level organizations, but do not have Centerwide impact. These are not managed in JSC Directives Management System.

Document and Data Control (Formerly SLP 4.5-1)	JPR No.	1281.5A
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APPENDIX B   ACRONYMS

CDM	JSC Center Directives Manager
CFR	Code of Federal Regulations
DCC	Document Control Custodian
DLO	Directorate Level Organization
FAR	Federal Acquisition Regulations
IRD	Information Resources Directorate
JDMS	JSC Directives Management System
JPD	JSC Policy Directives
JPR	JSC Procedural Requirements
JSC	Johnson Space Center
MLC	Master List Custodian
NPD	NASA Policy Directives
NPR	NASA Policy Requirements
OCD	Organization Controlled Documents
OPR	Office of Primary Responsibility
PCN	Page Change Notice
STIC	Scientific and Technical Information Center
WI	Work Instructions

APPENDIX C   **CHANGE HISTORY LOG**

Rev.	Date	OPR	Description
Basic	4/14/97	Sue McDonald x34045	Initial Release
A	6/12/97	Sue McDonald x34045	3—Updated to match text citations. 4—Reworded 2nd par. for clarity. 5.11—Added new definition. 7.1.1.1—Added instruction for 1209 processing. 7.1.2.3 & 7.2.2.3—Added ISO requirement. 7.1.2.4 & 5, 7.1.3.1 & 2—Reworded to clarify review process. 7.1.4.1—Reworded for clarity. 7.1.4.3—Added ISO requirement to mark changes; also changed step in submittal for approval. 7.1.4.4 - 6—Updated to show slight change in approval submittal. 7.1.5.2 & 3—Updated to show procedural change. 7.2.1.1—Reworded for clarity. 7.2.4.1—Reworded for clarity. 7.2.4.2 & 4—Added reference to JSC- 27834. 7.3.2—Deleted reference to JPD- 2314.1. 7.5.1.1, & 7.5.1.3—Clarified procedures for including external documents on master lists. Added App. A, SLP/Affected Functions Matrix. Added App. B, JSC Form 1209 and Instructions for Completing.
B	9/02/97	Sue McDonald x34045	*Most changes affect multiple paragraphs*: CR 016—Requires backup availability of time-critical documents in contingencies. CR 017—CDCF changed to STI Center for ease of identification. CR 018—JSC Form 1209 may be returned electronically by reviewers. CR 019—SLP owners must establish annual review schedules. CR 020—Deletes req. for all ML elements to appear on all docs. Adds req. to obtain approval of tier 3 docs. CR 021— Clarifies requirements for data control. CR 022—JSC 27834 corrected to 27832. CR 023—Expands definition and application of document control custodian duties. CR 024—Expands options for Tier 3 change request methods. CR 025—Expands definition of Tier 3 and clarifies that it may include docs other than WIs.
C	10/29/97	Sue McDonald x34045	Results of QSIC splinter group and subsequent discussions in response to changes suggested by EA October 14, 1997 (see SLP 4.5-1 CR-028) and ISOCB review on 10/25/97.
D	7/31/98	Sue McDonald x34045	In response to ANRs NQA5-1 & -12, a centerwide group arrived at the following changes:

Rev.	Date	OPR	Description
			CR 028c, (1) Add definition of "Order of Precedence." (2) Add to 6.3, DLO responsibility to ensure that correct order of precedence is established for requirements.
			CR 029, Clarify the role of forms in quality system documentation: (1) Delete "form(s)" from 5.1., 5.16, 6.3, 6.5, all of which appear to be random mentions of "forms". (2) Add " form" to 5.17 as an example of q.s. doc. (3) Add new 7.6 to explain methods of forms control.
			CR030: In response to internal audit findings, add changes to 6.6 and 7.2.4.4 emphasizing the responsibility of MLCs to print and retain h.c. of their ML to have as backup to current electronic one.
E	12/17/99	Sue McDonald	CR 031—delete the Affected organizations matrix from 4.5-1 Appendix and from text reference.
			CR 033—Changes parts of SLP 4.5-1 and JF 1209 to more accurately depict the SLP review process as it is actually done (7.1.1.2, 7.1.2.4, 7.1.3.2, 7.1.3.3, 7.3.1). In effect, makes 1209 optional, so 1209 is deleted as Appendix and from Forms Required (4.)
			CR 036—Update definitions and concepts to reflect recent evolutions. Specifically: Change definitions of CWI, Controlled and Correct versions, ISOCB (change to QSP), and UWI. Delete SLP-required as adjective to CWI. Add specification of 2 weeks as normal review time for Tier 1 & 2 & CWI document changes (7.1.3.1). Add requirement for Director of AQ to sign on CWI (7.1.4.8). Clarify procedure for post-signature disposition of SLPs and CWIs (7.1.4.9).
F	10/01/00	Sue McDonald X34045 Luanne Jorewicz x46346	Yellow highlighting in document—indicates substantive changes Revised format and order of document sections. Rewrote some text to change from passive to active voice. These changes are NOT marked. Substantive changes were made to: Cover: Approval signatures may now be made on cover, eliminating the need for an extra title page. 4.2.2 (formerly 7.2.2.3) – Added requirement to identify document changes in Tier 3 review packages. 4.5.1 (formerly first paragraph under 7.5) – Deleted specific names of STI Center specs and stds databases. These change, but the STI Center web page will always clearly show links to electronic specs and standards. 3.c Delete the following item: Identify for the ISO 9000 Office point(s) of contact for Tier 1, Tier 2, and CWI document reviews. [This is covered in the new 4-1, which establishes the QSP.] 3. e STI Center: Maintain a Centerwide electronic repository system containing all Tier 1 and Tier 2 documents and for Tier 3 documents as

Rev.	Date	OPR	Description
			described in JSC 27834
			4.1.3.2 Review change package. Two weeks are allowed for review unless the process owner indicates otherwise. Failure to provide comments or approval within time allowed will be considered approval. <u>Provide any comments in writing to the process owner.</u> [Deleted requirement for written approval or disapproval—reflects actual practice. (Contradiction pointed out by E. Venski)]
			4.5.2 External Document Control Process All organizations must include on their master lists all external documents used in QMS activities. <u>If linking to a document in another data base (such as the NODIS), ensure that the link is to the correct version of the document.</u> [Change made to correspond to JSC-27678]
G	2/11/02	Nancy Hutchins/GP2, X34006	3c and 3f: Add requirement for mandatory training for master list custodians.
			3h: To clarify change history requirement add "Ensure that a history of document changes is retained. For tier 2 documents, a change log will be kept as the last page of the document." See paragraph 4.2.3
			3.h, 4.1.4.4, 4.1.4.7, 4.2, Per 9/28/01 QSP, require that the Process Owners send electronic version of Tier 1, Tier 2, and CWIs to ISO-9000 Office.
			4.1.1.1: Change "Initiate annual reviews of documents..." to "Initiate periodic review of documents..."
			4.1.3.3: To clarify requirements for the Process Owner to respond to document reviewers, add "If consensus of reviewing parties cannot be reached, the ISO 9000 Office will make a decision with the participation of all parties. Feedback will be provided to all reviewers indicating the final disposition of all changes. ."
			4.1.4.1. Added the word "Baseline" as acceptable terminology to indicate document revision in the change record..
			4.1.4.5: The ISO-9000 Office responsibilities have been expanded to indicate that they will "Provide acceptable electronic versions of new or revised Tier 1, Tier 2 and CWI documents to the STI Center. Send signed hard-copy originals to the STIC for archiving." Previous versions indicated that the Process Owner had the responsibility for sending the electronic ISO document to the STIC.
			4.1.4.8: Indicates that the STIC maintains signed originals of QMS documents in accordance with JPG 1440.3, *JSC Files and Records Management Procedures*. The JSC Directives Manager maintains the original Tier 1 document.
			4.2.3: Add statement, " Tier 3 document change histories are kept as

Rev.	Date	OPR	Description
			prescribed by organizational document control procedures. For example, they may be kept as change logs either in or detached from the document; or, if more appropriate, as a file that includes a copy of each document revision and page change notice." 4.2.4.2: Added duties for Document Control Custodians. 6. Changed "Quality Records and Forms" to "Records and Forms" since all ISO records are Federal records, as opposed to "Quality" records.
H	1/13/03	Nancy Hutchins, X34006	2. Expanded scope to exclude engineering drawings . 3e Added statement that STI Center will maintain original signed version of CWIs. 4.1.4.4 Added step for the Process Owner to provide electronic copy of CWI documents to the ISO 9000 Office for QSP concurrence. 4.1.4.7 Added clarification of number of copies required by the STI Center for 5-digit documents. 7c Revised definition for "Controlled Version" to indicate that copies downloaded or printed are regarded as uncontrolled.
I	12/9/05	Nancy Hutchins, X34006	Added Signature Page for Robert D. Cabana, Deputy Director, and deleted signature from cover page. Throughout document changed Information Systems Directorate to Information Resources Directorate Throughout document changed JPG and NPG to JPR and NPR, respectively Identified the Quality Policy and Quality Manual as two separate directives under the Quality Management System. Section 3: Added responsibility for all individuals to notify the MLC when a new or revised Tier 3 QMS document has been approved. Section 3a: Clarified that the JSC Director has the responsibility to review and approve all revisions and changes to Tier 1 and 2 QMS documents. Section 3c: Clarified that DLOs have the responsibility to ensure that all MLCs follow the procedures in JSC-27678, Organizational Master List Instructions. Clarified that DLOs most ensure that CWIs and Tier 2 documents are submitted to the ISO 9000 Office for distribution to affected organizations for review.

Rev.	Date	OPR	Description
			Section 3e: Deleted requirement for STI Center to maintain original signed versions of CWIs provided by the ISO-9000 Office. Section 4.1.1.1: Added new paragraph stating, "OPRs may update their documents to keep existing hyperlinks functional without going through the formal QSP document review process. This update process shall only be used to re-establish previously approved links and shall not be used to change document content." Section 4.1.3.1: Modified to indicate the review process for Tier 2 and CWI documents are entered in the JATS system. Section 4.1.4.5: Added requirement for the ISO-9000 Office to return signed approved hard-copy originals of CWIs to the originating organization for posting to the Organizational Master List. Section 4.5: Deleted word "and Changes" from title of Section to clarify that the section does not address changes in External documents
Baseline	5/25/07	Pam Baker x31363	Convert SLP 4.5-1 to JPR 1281.5 for QMS – JSC Directives Management System (JDMS) Consolidation.